



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

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Donal Campbell
COMMISSIONER

November 5, 2004

ADMINISTRATIVE REGULATION
NUMBER 405

OPR: OPERATIONS

INMATE EMERGENCY VISIT, PASS, AND LEAVE PROGRAM

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for granting visits, passes, leaves and furloughs for inmates confined in the ADOC.

II. POLICY

This policy establishes the guidelines for inmate emergency visits, passes, leaves and furloughs. They must be earned through the guidelines established in this AR and are privileges not rights.

III. DEFINITION(S) AND ACRONYM(S)

A. Common-law wife/husband:

1. The elements of a common-law spouse are:
 - a. Capacity
 - b. Present agreement of consent to be husband and wife
 - c. Consummation (Code of Alabama 1975, as amended). There must be “clear and convincing evidence that the parties lived as to achieve public recognition of their status as husband and wife”.
2. Some factors to consider are:
 - a. The parties file tax returns as married
 - b. The parties cohabited
 - c. The parties are recognized as husband and wife by the public, by their families, friends, and children

- d. The parties consider themselves married, use the same name, wear wedding rings, have joint accounts, refer to each other as husband and wife. If parties are married by common law, they must get a divorce in court. There is no such thing as a common law divorce. A common law marriage is the same legally as a statutory or ceremonial marriage.
- B. Discretionary Furlough: A seventy-two (72) hour absence from the institution with an approved sponsor for the purpose of seeking suitable residence, family adjustment, education/training programs or any other reason consistent with the best interest of the public, the inmate, or the ADOC.
- C. Discretionary Leave: A thirty-six (36) hour absence from the institution with an approved sponsor for the purpose of seeking suitable residence, family adjustment, education/training programs or any other reason consistent with the best interest of the public, the inmates, or the ADOC.
- D. Discretionary Pass: A four (4) or eight (8) hour absence from the institution with an approved sponsor for the purpose of interviewing for prospective employment, seeking suitable residence, family adjustment, education/training programs, or any other reason consistent with the best interest of the public, the inmate, or the ADOC.
- E. Emergency Visit (escorted): Escort of eligible inmates under circumstances where physical custody and contact is maintained by ADOC correctional officers or sheriff Department officials for prescribed purposes of visitation to specific locations, such as nursing homes, hospitals, and funeral homes. Visits to the funeral homes shall be concluded prior to the beginning of funeral services. Escorted visits are normally one (1) hour in duration. **Cost of providing escort officers and transportation will be borne by the inmate as set forth in Annex D, Emergency Escorted Visit Cost Instructions.**
- F. Emergency Visit (unescorted): A visit by a community custody inmate only, for the purpose of visiting an immediate family member in the hospital, nursing home, or to attend a funeral, normally lasting from four (4) hours up to no more than five (5) days.
- G. Immediate family member: Mother, father, husband, wife, children, brother, sister, grandparents, grandchildren, and half siblings. Stepparents in loco parentis may be considered as the basis for an emergency escorted visit, but only when it has been verified that this individual as a result of death, divorce, desertion, or other absences of a parent reared the inmate. Relationships must be verified from the inmate's institutional file or other documentation deemed acceptable by the Warden.
- H. Pre-Discretionary Leave (PDL): Leave for inmates that are to be released within one year of End of Sentence (EOS) or Parole date, and living with an approved

sponsor.

- I. Sponsor: A member of the inmate's immediate family, sheriff's department officials or others approved by the Warden, who will pick the inmate up at the releasing institution and return the inmate in accordance with established policies and procedures.
- J. Institutional Pass/Leave Committee: The Warden designates members for this committee.
- K. Loco Parentis: In the absence of the parents.
- L. LWOP: Life without parole.
- M. PMOD: Prisoner's Money on Deposit

IV. RESPONSIBILITIES

- A. The Deputy Commissioner of Operations shall approve or deny an eligible inmate on an Emergency Visit to be escorted by the sheriff's department.
- B. Wardens shall:
 - 1. Approve/deny the request for an emergency visit, pass, or leave without regard to race, sex, religion, or origin. However, they shall ensure that all criteria for approval are met in each case.
 - 2. Thoroughly evaluate the inmate's record and behavior, to include work habits, attitude, and other criteria contained in this regulation.
 - 3. Render a judgement regarding the inmate's chances of completing a visit, pass, or leave who does not pose a risk to the public or jeopardize the program.
 - 4. Ensure only those inmates who have earned the privilege of participating in the visit, pass, and leave program through demonstrated performance are approved.
 - 5. Determine if an inmate's psychological status, security threat group affiliation, or extenuating circumstances such as notoriety surrounding the inmate's offense, strong community opposition, inclement weather, or insufficient time of notice will necessitate the disapproval of the visit, pass, or leave.
 - 6. Monitor all aspects of the emergency visit, pass, and leave program. Wardens must ensure the cost of the escorted visit is collected prior to the visit.

7. Notify the Sheriff and/or Chief of Police where the visit, pass, or leave is to be taken at least seven (7) days prior to granting final approval in each case. For emergency visits, the Sheriff and/or Chief of Police will be notified via telephone as soon as possible prior to granting final approval. When the sheriff's department is providing inmate escort, notification to his/her office is not required.
 8. Ensure that the sponsor is a member of the inmate's approved visitor list and that a "Letter to the Sponsor", Annex A, is completed in each case. Exceptions to this requirement may be granted by the Warden on a case-by-case basis and where fully justified. All exceptions will be documented and a copy of the approval will be placed in the inmate's central records file. Unforeseen events may require the Warden to make a determination concerning the status of both sponsor and visitor, and in some instances whether an inmate has a bona fide common law wife/husband.
 9. Ensure that the sponsor furnishes suitable round-trip transportation from the institution to the place to be visited.
 10. Ensure that dates and times of departure and return are accurately recorded on all copies of the ADOC Form 405-C, ADOC Inmate Leave/Pass Request form and that any tardiness or other rule infraction while on leave/pass are accurately documented and reprimanded.
 11. Ensure that both the sponsor and the inmate are properly briefed on the time limits, authorized distance (no more than 30 miles from the institution on passes), standards of conduct and other requirements prior to the inmate's departure or leave. Insure that the inmate properly executes the "Temporary Leave/Pass Agreement" on the leave/pass form.
 12. Furnish to both the inmate and sponsor a copy of Annex C, ADOC Rules – Inmate Leaves and Passes.
 13. Develop their institutional Standard Operating Procedures (SOPs) on AR 405, Inmate Emergency Visit, Pass, and Leave Program, as needed.
 14. Ensure that all documentation and leave forms are submitted to the Central Records Office (CRO).
 15. Obtain verbal or electronically approval or denial from the Deputy Commissioner of Operations for a request made by the sheriff's department to escort an inmate on an emergency visit.
- C. The Director of Central Records Office (CRO) must ensure all correspondence, forms, or other matters pertaining to an inmate's pass or leave are properly filed and posted in the inmate's central records file.
- D. The Institutional Classification Division will be responsible for:

- a. Confirming and documenting the inmate's custody status.
- b. Documenting any other pertinent information regarding the inmate in the comment section.
- c. Forwarding the ADOC Form 405-A, Emergency Visit-Information Sheet, along with the inmate's institutional file to the Warden for review and approval or denial.

V. **PROCEDURES**

A. Emergency Visits

1. The inmate, or the inmate's family, through the Chaplain will initiate a request for an emergency visit.
2. A sheriff may request to escort an inmate on an emergency visit via e-mail or fax to the Warden.
3. The Warden will begin completing the ADOC Form 405-A, Emergency Visit-Information Sheet, and forward it to the classification division for review. The Warden will also begin the process for determining the cost of the escorted visit and if the cost can be collected prior to final approval.
4. The Chaplain/Warden will:
 - a. Confirm the terminal illness or death by calling the hospital, nursing home, or funeral home.
 - b. Confirm the time and location where the body will be available for viewing.
5. The Warden will review the ADOC Form 405-A, Emergency Visit-Information Sheet, and the inmate's institutional file and approve or deny the emergency visit. The Deputy Commissioner of Operations shall approve or deny emergency visits when the sheriff's department provides escort.
 - a. If denied, the Warden will:
 - (1) Notify the Chaplain, who will then notify the inmate and the inmate's family.
 - (2) Document the reason for the denial and forward the completed ADOC Form 405-A, Emergency Visit-Information Sheet, to the Institutional Classification Division for filing in the inmate's file.

- b. If approved, the Warden will:
 - (1) Notify the Shift Commander who will obtain the appropriate number of Correctional Officer escorts.
 - (2) Complete the ADOC Form 405-C, Inmate Leave/Pass Request. **NOTE: This form is for those inmates in Community Custody Only.**
 - (3) Notify, by telephone, the appropriate County Sheriff and/or Chief of Police of the date and place of the emergency visit.
 - (4) Notify the inmate family that he/she must remain in prison whites and in necessary restraint devices during the visit, unless the inmate is assigned to Community Custody.

5. Emergency Visits – **Escorted:**

- a. Emergency visits escorted may be granted to all custody classifications, **except** LWOP, Death Row, Maximum and Close Custody, as defined by the ADOC, when there is a death or terminal illness in an inmate's immediate family.
- b. Emergency visits escorted will not be automatically granted and will be denied if the visit is not consistent with the best interests of the public, the inmate, or the ADOC.
- c. Wardens have authority to grant or deny emergency visits. Emergency conditions will be confirmed by the funeral home or attending physician, as applicable.
- d. Inmates will be escorted in a state vehicle to hospitals, nursing homes, or to the funeral home, only, and the visit will normally be one (1) hour in duration.
- e. Medium custody inmates and those sentenced for rape, child molestation, or drug trafficking must be accompanied by two (2) armed officers. These inmates will be restrained using handcuffs, waist chains, and leg irons.
- f. The number of escort officers and level of restraint for minimum custody inmates will be at the discretion of the Warden.

6. Emergency Visits – **Unescorted**

- a. Emergency visits unescorted may be granted to inmates in **COMMUNITY CUSTODY ONLY.**

- b. Emergency visits unescorted will not be automatically granted and will be denied if the visit is not consistent with the best interests of the public, the inmate, or ADOC.
- c. Wardens have authority to grant or deny emergency visits that are unescorted. Emergency conditions will be confirmed by the funeral home or attending physician, as applicable.
- d. Unescorted emergency visits may be granted for any period not to exceed five (5) days, based upon the circumstances in each case.
- e. The sponsor must pick up the inmate at the institution at which time ADOC personnel will:
 - (1) Check for proper identification.
 - (2) Counsel the inmate and sponsor on the conditions and standards of the leave.
 - (3) Insure that the sponsor provides suitable transportation.

B. Discretionary Passes and Furloughs

1. General

- a. May be granted to inmates who have exhibited exceptional behavior, work characteristics, attitude, and are in ***COMMUNITY CUSTODY ONLY***.
- b. The inmate must not have any major disciplinary action in the preceding six (6) months.
- c. Inmates who have been convicted, currently or previously, of any crime in which there was serious injury to a victim(s), as defined in Alabama Criminal Code 13-A-1-2-9 (1975), may not be granted a pass until they are within twenty-four (24) months of their release date or parole consideration date.
- d. If an inmate has a history of escape, or any escape with force, or while on escape committed a crime against a person, or a new crime, then the inmate may not be granted a pass, leave or furlough.
- e. Sociological and/or psychological data should be considered in determining the degree of public risk in granting passes and leaves/furloughs.

2. Four (4) and Eight (8) hour Passes
 - a. Inmates must be at their assigned institution at least ninety (90) days prior to taking their first pass.
 - b. Inmates may not travel more than a thirty (30) mile radius.
 - c. Four (4) and eight (8) hour passes can be taken on Saturdays and Sundays, or scheduled off days.
 - d. Inmates must successfully complete a minimum of four (4) four-hour passes before they are eligible for an eight (8)-hour pass.
3. Thirty-six (36) hour leave and Seventy-two (72) hour furlough
 - a. Inmates serving consecutive life sentences are not eligible for thirty-six (36) hour leaves or seventy-two (72) hour furloughs.
 - b. Any inmate receiving disciplinary action, will be required to start the process over beginning with the four (4) hour passes and also meeting all of the criteria.
 - c. An inmate must successfully complete a minimum of four (4) four-hour and four (4) eight-hour passes to be eligible for a 36 hour leave or 72 hour furlough.
 - d. For an inmate to be eligible for a thirty-six (36) hour leave, he/she must successfully complete a minimum of four (4) four-hour passes and four (4) eight-hour passes without incident.
 - e. Thirty-six (36) hour leaves can be taken on Saturdays and Sundays, or scheduled off days, every two (2) weeks
 - f. Seventy-two (72) hour furloughs can be taken on any three (3) consecutive days in which an inmate is not scheduled to work and the approval of the work supervisor. This furlough can only be taken once every 90 days.
4. Requesting a Pass, Leave or Furlough
 - a. The inmate will submit an ADOC Form 405-C, Inmate Leave/Pass Request form for a pass, leave or furlough to the Warden.
 - b. Upon receipt of the ADOC Form 405-C, Inmate Leave/Pass Request, the Case Load Officer, will complete an ADOC Form 405-B, Pass/Leave Committee Checklist and submit the forms to the institutional pass/leave committee.

- c. The institutional pass/leave committee will review the ADOC Form 405-C and ADOC Form 405-B and provide recommendations to the Warden.
- d. Upon review of the ADOC Form 405-B, Pass/Leave Committee Checklist, the Warden will approve or deny the inmate pass, leave or furlough request.
 - (1) If denied, the Warden will:
 - (a) Notify the inmate, in writing, of the reasons for the denial.
 - (b) Place a completed copy of the denied request in the inmate's institutional file and the original will be forwarded to the Director of the Central Records Office for entry into the computer and/or filed in the inmate's central record. The inmate must wait ninety (90) days from the date of the denial request before being eligible to submit another request.
 - (2) If approved, the Warden will:
 - (a) Notify the inmate of the tentative approval.
 - (b) Complete the ADOC Form 405-C, Inmate Leave/Pass Request.
 - (c) Initiate Annex A, Letter to Sponsor, and forward it to the sponsor for completion without delay.
 - (d) Notify the appropriate County Sheriff and/or Chief of Police of tentative approval on Annex B, Letter to Sheriff/Chief of Police.
 - (e) Furnish the inmate a copy of the approved leave request and a copy of Annex C, Rules – Inmate Leaves and Passes, at the time of departure. The inmate must retain these forms at all times while he/she is on pass, leave or furlough. The inmate must read and sign the agreement on ADOC Form 405-C, Inmate Leave/Pass Request, prior to departure.
 - (f) Obtain the signature and other information from the sponsor for the sponsor's statement on ADOC Form 405-C, Inmate Leave/Pass Request, prior to inmate's departure and furnish the sponsor with a

copy of Annex C, Rules – Inmate Leaves and Passes.

- (g) Provide necessary counseling to the inmate and his/her sponsor prior to departure.
- (h) Upon return from pass, leave or furlough, distribute the leave forms and initiate any disciplinary or other action required.

- C. Pre-Discretionary Leave is taken at the discretion of the Commissioner and initiated from the Institutional Central Classification Unit.
 - a. The inmate will submit an ADOC Form 405-C, Inmate Leave/Pass Request form for Pre-Discretionary Leave to the Warden.
 - b. Upon receipt of the ADOC Form 405-C, Inmate Leave/Pass Request, the Warden will complete an ADOC Form 405-B, Pass/Leave Committee Checklist and submit the forms to the institutional classification unit.
 - c. The institutional classification unit will review the ADOC Form 405-C and ADOC Form 405-B and provide recommendations to the Central Review Board.
 - d. The Central Review Board will review the forms and submit their recommendation to the Commissioner.
 - e. The Commissioner has final authority for approving the inmates Pre-Discretionary Leave.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

- A. ADOC Form 405-A – Emergency Visit Information Sheet
- B. ADOC Form 405-B – Pass/Leave Committee Checklist
- C. ADOC Form 405-C – Inmate Leave/Pass Request

VIII. SUPERCEDES

This regulation supercedes Administrative Regulation 405, dated July 22, 1999, and all changes.

IX. PERFORMANCE

- A. Alabama Criminal Code 13-A-1-2-9 (1975)
- B. Code of Alabama 1975, 15-18-8
- C. American Correctional Association 4-4501 and 4-4502 – Extended and Special Visits



Donal Campbell, Commissioner

ANNEX(S)

- Annex A – Sample Letter to the Sponsor
- Annex B – Sample Letter to the Sheriff/Chief of Police
- Annex C – Rules-Inmate Leaves and Passes
- Annex D – Emergency Escort Visit Cost Instructions

ALABAMA DEPARTMENT OF CORRECTIONS
EMERGENCY VISIT – INFORMATION SHEET

Information Taken By: _____ Date: _____ Time: _____

Inmate's Name: _____ AIS#: _____ Bed #: _____

Caller's Name Reporting Information: _____

Relationship of Caller to Inmate: _____

Name of Person Ill/Deceased: _____

Relationship of Ill/Deceased to Inmate: _____

What is request: _____

Hospital/Nursing Home: _____ Room#: _____

Doctor's Name/Location: _____ Phone#: _____

Funeral Home: _____ Funeral Director: _____

Address: _____ Phone #: _____

Date of Service: _____ Time of Service: _____

Date and Time Available for Visit/Viewing: _____

.....

Classification:

Relationship of Ill/Deceased to Inmate Verified? Yes _____ No _____

Inmate's Custody: _____

Classification Comments/Signature: _____

.....

Warden's Approval/Denial: _____ Date: _____

(signature)

Reason for Denial: _____

Deputy Commissioner of Operations ____Approval ____Denial for sheriffs department escort.

Shift Supervisor Notified: _____

Family notified that inmate MUST REMAIN in prison whites and in necessary restraint devices during visit. YES _____ NO _____

ADOC Form 405-A - Revised November 2004

ALABAMA DEPARTMENT OF CORRECTIONS
PASS/LEAVE COMMITTEE CHECKLIST

4/8 HOUR _____ 36 HOUR _____ 72 HOUR _____
CASE LOAD OFFICER: _____ SHIFT _____

NAME: _____ RACE/SEX _____ AIS#: _____

DATE OF CURRENT CUSTODY: _____ DATE ASSIGNED : _____

OFFENSE (S): _____

DATE OF OFFENSE (S): _____ COUNTY: _____

TOTAL TIME: _____ PAROLE DATE: _____

MAXIMUM RELEASE DATE: _____ MINIMUM RELEASE DATE: _____

CURRENT JOB ASSIGNMENT: _____ ANY ESCAPES? _____

ANYONE INJURED DURING CRIME? _____ ANY PROTEST? _____

ANY VIOLENCE IN PAST CONVICTIONS? _____ ANY INJURIES? _____

HAS INMATE EVER BEEN SENTENCED FOR:
SEX OFFENSE? _____ DRUG TRAFFICKING? _____ (IF YES, CIRCLE APPROPRIATE OFFENSE)
(IF REQUIRED): CIRCLE APPROPRIATE ANSWER BELOW:
Active In: ABE: Yes / No NA / AA: Yes / No Aftercare: Yes / No

DATE AND TYPE OF LAST DISCIPLINARY: _____

NUMBER OF DISCIPLINARIES IN THE LAST TWELVE (12) MONTHS: _____

NUMBER AND TYPE OF SPEEDING TICKETS IN THE LAST FOUR (4) MONTHS: _____

SOCIOLOGICAL AND PSYCHOLOGICAL INFORMATION: _____

DATE OF LAST PASS: _____ TOTAL NUMBER OF PASSES TAKEN: _____

DATE OF LAST LEAVE: _____ TOTAL NUMBER OF LEAVES TAKEN: _____

NAME, ADDRESS, DATE OF BIRTH, SOCIAL SECURITY NUMBER, PHONE NUMBER AND
RELATIONSHIP OF APPROVED SPONSOR: _____

DATE OF NCIC CHECK ON SPONSOR: _____ RESULT OF NCIC CHECK _____

ATTITUDE AND CONDUCT OF INMATE: _____

COMMENTS: _____

PASS AND LEAVE COMMITTEE RECOMMENDATION

APPROVED _____	DENIED _____	BOARD MEMBER _____	DATE _____
APPROVED _____	DENIED _____	BOARD MEMBER _____	DATE _____
APPROVED _____	DENIED _____	BOARD MEMBER _____	DATE _____

COMMENTS: _____

WARDEN'S ACTION: APPROVED _____ DENIED _____ PASS ONLY _____ LEAVE ONLY _____

WARDEN'S SIGNATURE: _____ DATE: _____

**ALABAMA DEPARTMENT OF CORRECTIONS
INMATE LEAVE/PASS REQUEST**

4/8-Hour _____ 36-Hour _____ 72-Hour _____ PDL _____

DATE: _____

I, _____ AIS# _____ Institution _____
Request a pass, leave, furlough, PDL for the purpose of _____
(circle one)

Name and address of sponsor: _____

Relationship to inmate: _____

If emergency leave or pass is being requested include name, address, and present location (hospital, funeral home, etc.) of person who is hospitalized, dead, etc.

Name	Relationship	Address	Present Location

TEMPORARY LEAVE/PASS AGREEMENT

I will deliver a copy of my approved leave/pass form to the Sheriff and/or Chief of Police designated below at the beginning of each leave/pass. It is my responsibility to conduct myself in a proper manner and abide by the rules and regulations of the Department of Corrections and to be taken directly to the address authorized by my Warden until my return to the institution. Nothing will be brought back to the institution that I did not leave with. I understand that if I violate this leave/pass agreement that I may not be eligible for further leaves/passes.

I, _____ AIS# _____ agree to the terms of this leave/pass and understand that failure to comply with them can make me subject to disciplinary action.

Witness _____	Inmate's Signature/Date _____

SPONSOR'S STATEMENT

I, _____, after receiving a briefing of my obligations, legal and otherwise, willingly accept such responsibility in sponsoring the above named inmate while on this leave/pass.

Witness _____	Sponsor's Signature/Date _____

TO BE COMPLETED BY INSTITUTION

Custody _____ Date Current Custody _____

Job Assignment _____ Escort Necessary () Yes () No

Comments: _____

Approved _____ Denied _____

Warden's Signature _____	Date _____

TO BE COMPLETED BY CENTRAL REVIEW BOARD (PDL ONLY)

Approved for _____ days/hours Denied _____ Date _____

I certify that the above named inmate fulfills criteria established by Alabama law and departmental policy.

Commissioner/Date

cc: Inmate's File, ICRF
Parole Board, Inmate

ADOC Form 405-C - revised November 2004
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AR 405 – November 5, 2004



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

Research and Planning
P. O. Box 301501
Montgomery, AL 36130-1501



Donal Campbell
COMMISSIONER

LETTER TO SPONSOR

Dear _____

This letter serves as notification that _____ has applied for a (leave)
(pass) of _____.

It has been indicated that this absence will be spent with you at _____

You should coordinate this leave or pass with the above named person at least one week prior to the beginning date. All transportation and costs will be provided by those persons responsible for furnishing same for the individual.

It is requested that you personally appear to pick up _____
At which time you must provide proper identification and receive counseling concerning the conditions and standards of the leave/pass.

Your cooperation in making our leave and pass program a success is appreciated. Please fill out the following information and return this form immediately in the self-addressed envelope provided for your convenience.

Sincerely,

Warden

Name: _____

Address: _____

Telephone: _____

(For Institutional Use)

Date and Time of Pickup: _____

Date and Time of Return: _____

Annex A to AR 405 - revised November 2004



BOB RILEY
GOVERNOR

State of Alabama
Alabama Department of Corrections

Research and Planning
P. O. Box 301501
Montgomery, AL 36130-1501



Donal Campbell
COMMISSIONER

LETTER TO SHERIFF AND CHIEF OF POLICE

Dear _____

This is to advise you that the inmate whose name appears below has requested a leave or pass to visit in your area. I have tentatively approved the request.

If the request receives final approval, the individual will be required to deliver a copy of the approved leave/pass form to your office at the beginning of his/her leave/pass.

Thanks for your continued cooperation in these matters of mutual concern.

Sincerely,

Warden

Inmate's Name: _____ DOB: _____

Address to be Visited: _____

Time/Date of Leave/Pass: _____

Name and Address of Sponsor: _____

Annex B to AR 405 - revised November 2004

ALABAMA DEPARTMENT OF CORRECTIONS

RULES – INMATE LEAVES AND PASSES

Leaves and passes are privileges. If your actions while on pass or leave reflect adversely upon you or this institution, you will lose the privilege of participating in the leave and pass program.

The following is not intended to cover all violations for which leave and pass privileges may be denied, but lists some of the more common problems you may encounter.

1. You must deliver a copy of your approved leave/pass (ADOC Form 66) to the designated Sheriff or Chief of Police at the beginning of your leave or pass.
2. The use of alcoholic beverages is strictly forbidden.
3. The possession or use of un-prescribed drugs in any form is strictly prohibited.
4. You are not permitted to operate a motor vehicle.
5. You are only permitted to visit the places shown on your approved leave/pass. Passes must be taken within thirty (30) miles of your institution/facility.
6. You must report back to your institution no later than the time shown on your leave/pass.
7. You must present a neat appearance at all times while on leave or pass and your conduct must meet acceptable standards.
8. You may not be in the company of known criminals.
9. You must abide by all local, state and federal laws.
10. You must remain with your sponsor.
11. You may not bring anything back into the institution you did not have when you left the institution, unless the Warden granted prior approval.

Annex C to AR 405- revised November 2004

EMERGENCY ESCORT VISIT
COST INSTRUCTIONS

COSTS

The costs associated with escorting an inmate to a funeral home or a bedside visit are to be borne by the inmate and/or his family. The costs include:

- Escort Officer's Wages (both regular and overtime)
- Transportation
- Per-diem (if claimed by the escorting officers)

Wages

Wage costs are computed by multiplying the total trip time (travel time required to transport the inmate to and from his/her approved destination plus the time spent at the destination) by the combined average hourly wages for each officer's rating. Travel time should be determined using "Mapquest". A link to "Mapquest" is available on the "DOC-net" (Help Files/Web Links/Address Location Assistance).

NOTE: Due to the shortage of Correctional Officers, the officers escorting the inmate may be required to work overtime. If the escort officers are required to work overtime, overtime wages must be considered when computing wage costs.

Transportation

Vehicle transportation costs are computed by multiplying the roundtrip mileage between the institution and the inmate's destination using the current mileage rate as established by the State Comptroller's Office. For current mileage rates, contact ADOC Accounting. For calculating the roundtrip mileage, use "Mapquest".

Per-diem

Per-diem costs are determined using the current rates as determined by the Governor's Office. For current per-diem rates, contact ADOC Accounting.

PROCEDURES

Determining costs associated with escorting an inmate to a funeral home or a bedside visit is the responsibility of the Business Manager.

Once the Warden has given his/her approval to the inmate to visit the funeral home or to make a bedside visit, the Business Manager will prepare an estimate of the cost of the trip using the criteria outlined above (see "COSTS"). The inmate will then be advised of the costs and asked to sign a request slip agreeing to pay for the total cost of the trip. Once the inmate has agreed to pay for the total cost of the trip by signing the request slip, the Business Manager will then disburse funds equal to the cost of the trip from the inmate's PMOD account to the General Fund.

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EMERGENCY ESCORT VISIT
COST INSTRUCTIONS (CONTINUED)

If the inmate does not have sufficient funds in his/her PMOD account, the inmate's family is permitted to pay for a portion of all of the costs. To insure that the required funds are available, a family member may personally deliver the funds in the form of a money order or cashiers check (cash and personal checks will not be accepted) to the institution, funeral home director, or other agreed upon agency. If the funeral home director or other agency declines to accept the funds, the family must deliver the funds to the institution or wire the funds to the institution through Western Union, or a similar service provider. If the latter method is used, it is imperative that the wire transfer be made payable to "Alabama Department of Corrections – Attention Uniformed Officer". The funeral home director or other agency must secure the funds before the inmate is escorted to the approved location. It shall be the responsibility of the Warden to ensure that the funds have been secured.

Upon completion of the trip, the Business Manager should remit the funds collected from the inmate to the ADOC Accounting Division. For audit purposes, all documents associated with the trip should be stapled together and retained for audit review. Such documents include the inmate's signed request to pay for the cost of the trip, a copy of any money order received from the inmate's family, and a printout of the times and distances using "Mapquest". The inmate should also be provided with a copy of the final costs.

EXAMPLE

Officer's Smith and Jones have been directed to escort an inmate from Donaldson C.F. to a funeral home in Greenville. The visit in Greenville is approved for one hour. Using "Mapquest", the distance and travel round trip from Donaldson to the funeral home and back to Donaldson is determined to be 300 miles and 6 hour respectively. The average hourly wage for each officer is \$13.00 (Smith) and \$15.00 (Jones).

Travel Time = 6 hours travel time + one hour approved visit time

RESULT: Trip Time = 7.0 hours

Wages = \$28.00 (\$13.00 for Smith and \$15.00 for Jones) times 7.0 hours (Trip Time)

RESULT: Wages = \$196.00

Transportation = 300 (roundtrip miles) times \$0.375 (current mileage rate)

RESULT: Transportation = \$112.50

Per Diem = \$7.50 (rate for 6-12 hours travel) x 2 (officers)

RESULT: Per Diem = \$15.00

Total Est. Cost = \$196.00 (Wages) + \$112.50 (Transportation) + \$15.00 (Per Diem)

RESULT: Total Estimated Costs = \$323.50